
Responsibilities of Child Nutrition Programs Regarding the Qualified Food Operator (QFO) Requirement

Connecticut State Department of Public Health regulations require at least one “Qualified Food Operator” (QFO) in each food service establishment which prepares and/or serves exposed potentially hazardous foods prepared using hot processes (except for commercially precooked hot dogs, kielbasa and soup transferred directly out of the original package and served within four hours). The regulations further define the responsibilities of both the food service establishment and the QFO regarding this requirement, as indicated below.

Responsibilities of the Food Service Establishment

1. **Appoint a QFO who is in a full-time supervisory capacity on site** and has demonstrated knowledge in the safe preparation and service of food. The required demonstration of knowledge is satisfied by passing a test administered by a testing agency approved by the Connecticut State Department of Public Health. The approved testing agencies include:
 - **Exporior Assessments:** *Certified Professional Food Managers Examination*
Food Safety Program, 1360 Energy Park Drive, St. Paul, MN 55108
Phone: (800) 200-6241 <http://www.exporioronline.com/food.htm>

Note: The former National Assessment Institute, Chauncey Group, and Education Testing Service are all under Exporior Assessments. Certificates from these former testing agencies are recognized by the Connecticut Department of Public Health.
 - **National Restaurant Association: ServSafe Exam**
250 S. Wacker Drive, Chicago, IL 60606 Phone: (800) 765-2122
<http://www.nraef.org/servsafe/default.asp>
 - **Certifying Board for Dietary Managers (CBDM): Sanitation & Safety Exam**
406 Surrey Woods Drive, St. Charles, IL 60174
Phone: (800) 323-1908 <http://www.dmaonline.org/index.html>
 - **National Registry of Food Safety Professionals: Food Safety Manager Certification Examination**, 5728 Major Blvd., Suite 750, Orlando, FL 32819
Phone: (800) 446-0257 <http://www.nrfsp.com/>
2. **Appoint an alternate person** to be in charge at all times when the QFO is not present. The alternate must be knowledgeable about the safe preparation and service of food, but is not required to have passed an approved exam. The responsibilities of the alternate QFO include: being in charge of food safety when the QFO is absent; ensuring that employees comply with the requirements of 19-13-B42; ensuring that food is safely prepared; handling emergencies; admitting the inspector; and signing the inspection report. The food service establishment must provide a signed statement attesting that the alternate QFO has demonstrated knowledge of food safety (see attached “Alternate Person in Charge Demonstrated Knowledge Statement”).
3. **Notify local health department in writing** when the QFO is no longer employed.

continued

-
4. **Appoint a successor QFO within 60 days** and notify local health department. The Connecticut State Department of Education recommends that all sponsors have more than one QFO at each food service site. If there is only one QFO and that person leaves, the site will be left without a QFO. The regulations allow sixty days from the termination date of a QFO for a replacement to be employed. A local health department may grant an additional 60 days from the termination date of a QFO.
 5. **Maintain on file** and provide upon request to local health department the following:
 - QFO's certificate from an approved testing organization
 - training records of food service employees
 - copy of the completed designated alternate form

Responsibilities of the QFO

The QFO is responsible for:

1. **operating the food service establishment in compliance** with all the provisions of the Public Health Code (19-13-B42).
2. **training food preparation personnel in safe food preparation practices** including, but not limited to, proper food temperature control, food protection, personal health and cleanliness, and sanitation of the facility, equipment, supplies and utensils. (Note: According to Department of Public Health interpretation, the QFO is not required to personally **provide** the training, but rather to **ensure** that training is provided.)
3. **maintaining written documentation** of a training program and training records of individual employees. These records must be available to the local health department upon request. Training records should be retained for the term of employment of all current employees. Sample training record forms are attached. One is for documenting training provided by the sponsor, and the other is for maintaining individual records of employee training. Sponsors may choose, but are not required, to maintain information in this format. Additional forms for documenting food service employee training can be obtained by contacting your local health department, or the State Department of Public Health at (860) 509-7297.
4. **directing and inspecting the performance of food service workers**

Sponsors of Child Nutrition Programs should ensure that current policies and procedures include these responsibilities. If you have questions regarding how this information affects your program(s), please contact your local health department.

For information on sanitation and food safety requirements and training opportunities for Child Nutrition Programs, contact:



Susan S. Fiore, MS, RD, Nutrition Education Coordinator
Connecticut State Department of Education
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, CT 06457
Phone: (860) 807-2075